

# STUDENT HANDBOOK

2018-2019



HARRISON CENTRAL JR/SR HIGH SCHOOL  
HOME OF THE HUSKIES





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# HARRISON CENTRAL JR/SR HIGH SCHOOL

440 East Market Street, Cadiz, Ohio 43907

Phone: 740-942-7700

Fax: 740-942-7705

District Website: [www.hhcsd.org](http://www.hhcsd.org)

## HARRISON HILLS CITY SCHOOL DISTRICT MISSION STATEMENT

Harrison Central's mission is to collaborate with parents and the community to educate and empower all students to become compassionate contributing citizens who will excel in an ever-changing world.

## HARRISON CENTRAL JR./SR. HIGH SCHOOL VISION STATEMENT

Harrison Central's vision is to provide all students with learning opportunities that inspire them to reach their highest potential in order to thrive as productive members of society.

## HARRISON CENTRAL JR./SR. HIGH SCHOOL BELIEF STATEMENTS

1. We believe student learning should encompass academic, extra-curricular, and social activities for a well rounded education.
2. We believe the purpose of the school is to provide students with a safe environment that is conducive to learning and to provide to the students a staff that is caring and compassionate.
3. We believe effective teaching is essential to the successful education of students. Teachers should have a thorough knowledge of the subject to be able to communicate well with students, staff, parents, and administrators. They also must be willing to change their teaching styles to benefit the ever-changing educational environment.
4. We believe the principal's primary job is to provide a positive, safe environment for students, staff, and parents. They should also be able to communicate well with others and have an open mind concerning problems and/or changes that need to be made for a better school.
5. We believe the parent's role in education is to reinforce the homework and supply additional information at home. Parents should encourage their children to conduct themselves appropriately so as to produce a learning environment at home and school. Parents should support their children!
6. We believe that a positive, safe, and successful education of our students needs to be a combined effort of teachers, administrators, parents, and community.



# SCHOOL CALENDAR

Monday	August 20	Faculty Professional In-Service Day	No Classes
Tuesday	August 21	Faculty Workday	No Classes
Wednesday	August 22	Faculty Professional Meeting Day	No Classes
Thursday	August 23	First Day of Classes for Students	
Monday	September 3	Labor Day	No Classes
Monday	October 8	Parent-Teacher Conference Day	No Classes
Friday	October 19	First Grading Period Ends	
Wed-Sun	Nov 21-25	Thanksgiving Recess	No Classes
Monday	November 26	Classes Resume	
Fri-Tue	Dec 21-Jan 1	Christmas Recess	No Classes
Wednesday	January 2	Classes Resume	
Friday	January 4	Second Grading Period Ends	
Monday	January 21	Martin Luther King Jr. Day	No Classes
Friday	February 15	Parent-Teacher Conference Day	No Classes
Monday	February 18	Presidents' Day	No Classes
Friday	March 15	Third Grading Period Ends	
Thurs-Mon	Apr 18-Apr 22	Easter Recess	No Classes
Tuesday	April 23	Classes Resume	
Friday	May 24	Fourth Grading Period Ends, Last Day of School	

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	Grading Periods	# of days	Report Cards
1 <sup>st</sup>	8/23/2018 through 10/19/2018	40 days	Friday, 10/26/2018
2 <sup>nd</sup>	10/22/2018 through 1/4/2019	44 days	Friday, 1/11/2019
3 <sup>rd</sup>	1/7/2019 through 3/15/2019	47 days	Friday, 3/22/2019
4 <sup>th</sup>	3/18/2019 through 5/24/2019	47 days	Friday, 5/24/2019

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**Commencement Date and Location:**  
 John W. Stephenson Center  
 Harrison Central Junior-Senior High School  
 Friday, May 24, 2019  
 7:00 p.m.

# BELL SCHEDULE

## Regular Day

Staff Arrival	7:30
Period 1	7:50-8:40
Advising	8:40-9:10
Period 2	9:10-10:00
Period 3	10:00-10:50

LUNCH A	
LUNCH A	10:50-11:20
Period 5	11:20-12:10
Period 7	12:10-1:00

LUNCH B	
Period 4	10:50-11:40
LUNCH B	11:40-12:10
Period 7	12:10-1:00

LUNCH C	
Period 4	10:50-11:40
Period 6	11:40-12:30
LUNCH C	12:30-1:00

Period 8	1:00-1:50
Period 9	1:50-2:40
Staff Leave	2:50

## 2 Hour Delay

Staff Arrival	9:30
Period 1	9:50-10:28
Period 2	10:28-11:05

LUNCH A	
LUNCH A	11:05-11:35
Period 5	11:35-12:12
Period 7	12:12-12:49

LUNCH B	
Period 4	11:05-11:42
LUNCH B	11:42-12:12
Period 7	12:12-12:49

LUNCH C	
Period 4	11:05-11:42
Period 6	11:42-12:19
LUNCH C	12:19-12:49

Period 3	12:49-1:26
Period 8	1:26-2:03
Period 9	2:03-2:40
Staff Leave	2:50

## **WELCOME**

Welcome to Harrison Central Jr./Sr. High School. As you start the new school year anew, it is our hope this new school year will be successful and enjoyable. This handbook was developed to answer many of the questions you and your parent may have. Please read through it to familiarize yourself of the rules and regulations of Harrison Central Jr./Sr. High School. If you have any questions, please contact the school at 740-942-7700.

We are a school that promotes 21st century skills, which may include the following:

1. Creativity, innovation, critical thinking, problem solving, communication and collaboration.
2. Promoting information, media, and technological literacy.
3. Promoting productivity, accountability, leadership and responsibility.
4. Promoting interdisciplinary, project-based real world learning opportunities.

## **WHO MAKES THE RULES**

Harrison Central Jr./Sr. High School's general code of behavior is determined for the most part by those duly constituted by law to make these rules, namely the Board of Education, the school administration, and faculty.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) ensures that parents and students have access to and an opportunity to challenge the content of a student's record and that schools will not release information that directly identifies a student to a third party. Under this act, however, Harrison Central Jr./Sr. High School does reserve the right to release directory information for the purpose of conducting school business including honor rolls, sports programs, and yearbooks. Such information may include a student's name address, date of birth, class, weight, height, awards and honors, extracurricular participation, and dates of attendance.

Parents who wish to have such directory information withheld by the school should notify school officials at: (740) 942-7700.

## **PARENTAL INVOLVEMENT IN EDUCATION**

The Board of Education believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism. All parents are encouraged to take an active role in the education of their children. Programs and activities available at Harrison Central Jr./Sr. High School to address this issue include:

1. Parent/Teacher Conference Night
2. Parent/Teacher Communication
3. Interim Progress Reports
4. College Financial Aid Night
5. National Honor Society Induction Ceremony
6. Academic Letter Recognition Ceremony
7. Attendance Notification
8. Progress Book access through the internet
9. Academic and athletic Booster meetings
10. Participation in building meetings

The school reserves the right to hold parental conferences, guidance conferences, and the right to request schedule changes or psychological examinations.

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# SECTION 1: STUDENT ATTENDANCE

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Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the school will partner with students and their families to identify and reduce barriers to regular school attendance. The school will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

## MISSING CHILD ACT

Parent (s)/guardian(s) MUST notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The building administration or a designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone number and home addresses, as well as emergency telephone numbers.

## EXCUSED ABSENCE (WITH LEGITIMATE EXCUSE)

Absence from school for any reason other than those listed below and recommended by the State Department of Education, State of Ohio, is not acceptable and will be unexcused. The teacher, student, and family should share in the responsibility for completing work missed due to excused absences.

1. Personal illness or illness in the immediate family requiring the student to stay home. It is the responsibility of the parent to make contact with the school.
2. Doctor or dentist appointment. (must provide note upon return)
3. Death in the family or a close friend.
4. Religious holidays as related to your own faith.
5. "Act of God" such as weather or unexpected home calamities.
6. Family going on vacation: This is to be discouraged and must be approved by the building administration one week in advance. Failure to secure this permission will cause the absence to be unexcused. Please schedule all vacations at a time that does not interfere with your son's or daughter's exam schedule.
7. Attending a wedding or graduation ceremony of family or close friend.
8. Attending an institution of higher learning. This applies only to seniors who are allowed two days and juniors who are allowed one day.

## EXCUSED ABSENCE NOTES/COMMUNICATION (MUST INCLUDE)

1. Student's name
2. Date or dates of absence
3. Nature of absence (must meet list 1-8) and description.
4. Parent or guardian's signature

Any student absent under doctor's care should bring the slip when he/she returns to school with the dates and doctor's signature. Early dismissals for purposes other than professional appointments will be granted with parental permission and will be recorded as unexcused time out of school. All work missed will not be made up.

## **UNEXCUSED ABSENCE (WITHOUT LEGITIMATE EXCUSE)**

The pupil is absent from school while it is in regular session with the knowledge of the parents, but is in violation of the school attendance rules. Any excuse not having a specific reason stated will be classified unexcused. Excuses signed by 18 year old students and not by a parent or guardian, unless living away and are self supporting, will be classified unexcused. When a student returns to school and no parental or guardian response to the absence has been recorded, the said student will be deemed unexcused.

## **MAKE-UP WORK**

After an excused or unexcused absence from class or school, it is the student's responsibility to see the teachers of the classes missed and to arrange for making up class work. Getting assignments which were missed due to an absence from school is the student's responsibility. Any test missed will be made up in the number of days the student was absent and at a time convenient for the teacher. It is the responsibility of the student to initiate time to make up tests. All make up tests and/or make up work will be of the same format (objective, essay etc.) and of equal quantity as test and/or class work missed.

## **EXCESSIVE ABSENCES (EXCUSED AND UNEXCUSED ABSENCES COMBINED)**

- Student is absent 38 or more hours in one school month with or without a legitimate excuse.
- Student is absent 65 or more hours in one school year with or without a legitimate excuse.

When a student becomes excessively absent:

- The school will notify the student's parents in writing within 7 days of the triggering absence
- The student will follow the school's policy for addressing excessive absences

School policy for excessive absences:

- Student will be placed under monitoring by the school attendance officer
- Student may forfeit class and incentive field trips that would cause additional class absences
- Student and family may be referred community resources as appropriate.
- Student may be referred to the Absence Intervention Team

## **HABITUAL TRUANCY (UNEXCUSED ABSENCES)**

- Student is absent 30 or more consecutive hours without a legitimate excuse
- Student is absent 42 or more hours in one school month without a legitimate excuse
- Student is absent 72 or more hours in one school year without a legitimate excuse

When a student becomes Habitually Truant:

- Within 7 school days of the triggering absence, the school will:
  - Select members of the absence intervention team; and
  - Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
- Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan;
- Within 7 days after the plan is developed, the district shall make reasonable efforts to provide written notification to the student's parent or guardian; and
- The student has 60 days to successfully implement the plan.

If the student does not make progress on the plan, as determined by the absence intervention team, the attendance officer must file a complaint in juvenile court against the student on the 61st day after the implementation of the absence intervention plan.

If, any time during the implementation phase of the absence intervention plan, the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, the school must have its attendance officer file a complaint against the student. This requirement does not apply if the absence intervention team has determined the student has made substantial progress on the absence intervention plan

## **SUSPENSION FROM SCHOOL**

A student who has been suspended from school or from class will have the number of days of suspension charged against attendance limits. Parents will be notified of the suspension. Suspended students are not to take part in or attend any school activity, game or other function during suspension days. In order to make up work upon return, students will be required to complete grade level suspension material.

## **INCOMPLETES**

All incompletes are the responsibility of the student and are to be made up at the convenience of the classroom teacher no later than 10 (ten) days after the end of each 9 (nine) week's grading period except for the last (fourth) nine week's grading period. Any incomplete received for the final grading period of the school year must be made up before or on the teacher's work day at the end of the school year. Failure to make up incomplete course work within these time constraints will result in denial of credit for said course.

## **SCHOOL SPONSORED OR SANCTIONED ACTIVITIES**

School sponsored or sanctioned activities that have prior administrative approval are exempted from and will not count toward the total absences.

## **ATTENDANCE PROCEDURE**

1. Attendance will be taken during homeroom and a list of absentees will be sent to the office via progress book.
2. Students who have been absent will immediately bring a written excuse to the main office before the homeroom period to avert being tardy to homeroom.
3. The Daily Attendance Sheet will list the absentees and students to be dismissed early from school on that day.
4. Each teacher will keep a record of attendance each period and turn in the names of any student who was absent from class but who's name did not appear on the absence list.
5. A student coming to school tardy must first report to the main office and admit himself/herself by signing the sign in sheet.
6. Any student leaving the building must have the written permission of the building administration. When the student returns he/she must receive an Admit To Class slip from the school office.

## **EARLY DISMISSAL FROM SCHOOL PROCEDURE**

1. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissals will be treated as other absences. Request for early dismissal must be made before school begins in the morning.
2. Emergency - Students who become ill during the day must report to the school nurse for permission to call the parent or guardian to go home ill. The call must be made by the nurse, secretary or administration. Please do not call your parent from your cell phone to pick you up without permission first.

## **INJURIES/ILLNESS AT SCHOOL**

If a student needs to return home because of an illness, the necessary permission will be initiated from the Principal's Office. Students who sustain any injury on the school grounds MUST report that injury to the staff member supervising the situation or the building administration. An Accident Form must be filled out by the staff member in charge of the student and sent to the building administration.



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# SECTION 2: STUDENT CONDUCT

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## CAMERA USE ON SCHOOL PROPERTY

Harrison Central Jr./Sr. High School and the busses are equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff and students.

## CHANGING CLASSES

When changing classes stay to the right side of the corridor, move without rushing. There is no time to loiter with only four minutes between classes. Take necessary books with you for the morning classes. Students are permitted to visit their lockers on their way to lunch. By doing this, there is no excuse for a student to be tardy to a class or a study hall after lunch. There is no sitting on hall floors or steps. Benches have been provided for students to use before and after school. Also, there is adequate seating in the cafeteria and the auditorium.

## DRESS CODE

Student dress and appearance are forms of symbolic expression. Although the primary responsibility for dress and appearance lies with the student and his/her parents, the school does require that students' dress and appearance conform to the guidelines listed below in order to be consistent with the above stated philosophy and positive self-imaging of the schools. The District's responsibility in this regard is three-fold:

1. The district must help prepare each student to become confident, responsible and productive citizens.
2. The district must maintain an atmosphere in which students can learn.
3. The district must be concerned for the safety of each student.

The following regulations will be enforced:

1. Clothing should be safe and clean. The student should practice good personal hygiene.
2. Pants may not have holes or be cut, torn, frayed above the knees. They may not drag on the floor and must be worn in the fashion as designed. No writing should appear on the rear of pants, shorts, or skirts.
3. Clothing, patches, insignias, slogans, or buttons which are in poor taste, suggestive, derogatory, provocative, obscene, profane, vulgar, or drug related are not to be worn. Tobacco and/or alcohol slogans are examples of drug-related slogans which are not permitted.
4. No hats, caps, hoods, headbands, unnecessary headgear, gloves, or sunglasses are to be worn in the building.
5. Sleeveless garments may be worn at the discretion of the building administrator.
6. Muscle shirts, see-through, sheer, or exposing garments or shirts normally worn as undergarments are not to be worn as outer garments. Halter tops, tube tops, midriff blouses, cutoff or shimmie T-shirts or any other style of garment that exposes the torso are not permitted. No clothing with revealing cuts or slashes are permitted.
7. Appropriate footwear is to be worn at all times.
8. Clothing must be at least mid-thigh in length. Short-shorts, tight shorts, or cut-off shorts are not permitted.
9. Wallet chains, chains or jewelry which may be perceived by the building administrator as a weapon or potential safety factor will not be permitted.
10. Facial piercing provided that it is not deemed excessive or a safety issue by the building principal will be permitted. However, body piercing must not be visible.
11. Objectionable tattoos, determined by the building principal, must be covered at all times.
12. Any other types of clothing, dress apparel, or bodily attraction that may be considered a cause for disruption to the school's educational process by the building administration will not be permitted.
13. School clothing should be appropriate as to time, place and weather.

## **BOOKBAG/HANDBAG POLICY**

Students are permitted to carry book bags to and from school. The only bag permitted to be carried to and from class are the district issued chromebook bags. All other student owned bags are to remain in your lockers during school hours.

## **PLAGIARISM/CHEATING/APPEARANCE OF CHEATING**

Plagiarism/Cheating/Appearance of Cheating is defined as taking, giving, or using ideas, writings or information from another source and offering them as your own. A student should act in such a way that a teacher would not suspect him or her of cheating. Violation of this policy will result in disciplinary action.

Plagiarism/Cheating involve any of the following:

- Using another person's work as your own.
- Copying, faxing, duplicating assignments that will be turned in as an "original"
- Exchanging assignments by print-out, disk transfer or modem, and then submitting as "original".
- Writing formulas, codes, key words, etc. on your person or objects for use in an assessment.
- Using unauthorized reference sheets during an assessment.
- Exchanging answers with others (either giving or receiving) unless directed by a teacher.
- Taking someone else's assignment and submitting it as your own.

## **STUDENT CONDUCT "ZERO TOLERANCE"**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "Zero Tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student's misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents annually receive, at the beginning of the school year or upon entering enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or while participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. The Student Code of Conduct is made available to students and is online on the school's website ([www.hhcsd.org](http://www.hhcsd.org)). The Superintendent has the authority to expel a student from school for a period not to exceed 80 days, unless it involves a firearm, knife, bomb threat, or serious offense that causes harm to a person or property. These offenses can result in an expulsion up to one year. If there are not enough days remaining in a school year, the expulsion can be extended into the new school year. Certain behaviors can result in the permanent exclusion of a student. The school district policy will be posted in each building.



## **PUBLIC CONDUCT ON DISTRICT PROPERTY**

All persons on district grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, administrator, or other employees of the school or students.

All persons at extracurricular activities will be expected to abide by the rules and regulations of the Board, the school district in which the extracurricular activity is taking place and the Ohio High School Athletic Association. No person will disrupt or interfere with any extracurricular activity involving students from Harrison Hills City Schools whether at the District's facility or at another site at which the activity is taking place.

## **SEXTING**

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person, possessing, taking, or disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

## **HAZING AND BULLYING (HARRASSMENT, INTIMIDATION AND DATING VIOLENCE)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

**Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.**

Bullying, Harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other students and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment of the other student. This behavior is prohibited on school property or at a school-sponsored activity.

The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber-bullying”), such as the following:
  - a. Posting slurs on web sites, social networking sites, blogs or personal journals;
  - b. Sending abusive or threatening e-mails, web-site postings or comments and instant messages;
  - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - d. Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

## **WEAPONS ON SCHOOL PROPERTY**

The Harrison Hills City School District Board of Education is committed to providing the students of the District with an educational environment which is free from the dangers of firearms, knives and other dangerous weapons in the school.

Students are prohibited from bringing firearms or knives onto school property, in a school vehicle or to any school sponsored activity, or having such firearms or knives in his/her possession under the same circumstances. If a student brings a firearm or knife or has in his/her possession a firearm or knife on school property, the Superintendent shall expel the student from school for a period of (1) year. Any such expulsion shall extend, as necessary into the next school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with state law.

Students are prohibited from bringing onto school property or possessing at school, in school vehicles or at school sponsored activities, such devices that “look like” a gun or rifle, BB guns, or other items that are not included in the definitions of firearms. The District may suspend, expel or discipline students for such offenses. Students are also prohibited from bringing or possessing knives on school property, in school vehicle or to any school sponsored activity. A knife shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, and switch blades.

A firearm shall include, but is not limited to, any weapon (including a starter gun) and destructive device such as a bomb, grenade, rocket having a propellant charge and/or a projectile, a mine, or device similar to the devices described in the preceding clauses.

The Board of Education may extend the right to expel for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, throwing stars, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability, the age of the student and its relevance to the punishment,

the prior disciplinary history of the student; and/or the intent of the perpetrator.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this policy extends, as necessary, into the school year following the school year in which the incident occurs and the expulsion takes place.

## **INTERROGATIONS AND SEARCHES**

The Harrison Hills City School District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

Student lockers, chromebooks and desks are the property of the Harrison Hills City School District, and, since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board of Education to permit the building administrator to search any locker and its contents as the administrator believes necessary.

## **STUDENT CONDUCT DEMERIT SYSTEM**

Harrison Central Jr./Sr. High School uses a demerit system as the basis for its disciplinary action and policy. It is impossible to list or categorize all types of disciplinary violations, thus the ADMINISTRATION RESERVES THE RIGHT OF DISCIPLINARY ASSIGNMENT AS THE CAUSE SO DETERMINES. *\*Any student removed from a class because of disciplinary problems will receive an "F" for the course.*

Throughout the demerit point system each student will be referred to the Department of Guidance in an attempt to find the cause of the behavior and to hopefully eradicate it so that he/she may benefit from the educational experiences and course offerings. Our counselor is always available to provide professional guidance and to offer assistance and understanding when necessary.

## **DISCIPLINARY INFRACTIONS FOR WHICH DEMERITS ARE ASSIGNED**

### **PART I:**

\*The following three incidents call for a maximum suspension of up to ten days for each offense. A student may be referred to juvenile authorities and may face possible expulsion.

1. **\*DANGEROUS WEAPONS AND INSTRUMENTS** - A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence. This list, though not complete, includes, but is not limited to: Fire crackers, lighters, ammunition, sharp instruments, guns, stun guns, knives, ammunition, ice picks, switch blades, brass knuckles, chains, chemicals and gasses (including mace and pepper spray).
2. **\*POSSESSION** of, under the influence of, or selling of controlled substances or alcoholic beverages in school, drug paraphernalia or look alike drugs/paraphernalia on school grounds, at school activities, or on school busses or rented carriers. (Law enforcement will be notified if warranted).
3. **\*INAPPROPRIATE PHYSICAL CONTACT** - A student shall not cause physical injury or behave in a way that could threaten to cause injury to school staff, students, or visitors while under the jurisdiction of school.
4. **BREAKING & ENTERING** - Illegal or unauthorized entry into school facilities for the purpose of theft of school or private property or the vandalism or destruction of same. 15 demerits plus 10 days suspension, and possible recommendation for expulsion with full restitution made.
5. **AGGRESSIVE PHYSICAL CONTACT** - Up to 10 days out of school suspension plus up to 15 demerits for each offense. The school may also find it necessary to arrange a parent-student conference in order to bring a final resolution. In the case of an unprovoked attack, the aggressor shall be suspended under the above regulation until possible Juvenile Court charges are filed.
6. **CONTROLLED SUBSTANCES/ NARCOTICS/ ILLEGAL DRUGS** - A controlled substance, narcotic, illegal

drug, drug paraphernalia including a counterfeit controlled substance, is defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
  - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
  - c. Any substance that is represented to be controlled substance but is not a controlled substance or is a different controlled substance.
  - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
  - e. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. 15 demerits plus 10 days suspension.
  - f. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with the use of controlled substance. 15 demerits plus 10 days suspension. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. 15 demerits plus 10 days suspension.
7. ARSON - A student shall not willfully start an unauthorized fire or ring the fire bell when there is no cause.

## **PART II:**

The following incidents call for the assignment of up to fifteen demerits and possible recommendation for in school restriction, out of school suspension, Saturday school, detention, alternative school, or expulsion from school:

8. INSUBORDINATION - A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Refusal to leave a class or report to an office when directed by a staff member, walking out of class, refusal to give up cell phone, etc. 2 or up to 15 demerits plus possible suspension.
9. USE OF PROFANITY AND/OR OBSCENE LANGUAGE - A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications. 2 or up to 15 demerits plus possible suspension.
10. DISRUPTION OF SCHOOL AND/OR CLASS, SCHOOL FUNCTION OR ASSEMBLY - A student shall not, by use of violence, force, coercion, threat, hazardous action, or repeated violations of code, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities. A student shall not exhibit behavior disrespectful or unbecoming of a student while attending or participating in any school related activity at our school or at any additional location/venue by virtue of the school extension policy.
11. DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY - A student shall not cause or attempt to cause damage to property including building, grounds, buses, books, equipment or materials. Any destruction of property will result in full restitution of damages.
12. THEFT - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district. Any theft will result in full restitution.
13. REPEATED VIOLATIONS - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aids, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.

14. INTIMIDATING, THREATENING, DEGRADING OR DISGRACEFUL ACTS - A student shall not engage in any act which intimidates, threatens, degrades, disgraces or appears as any of these actions towards a teacher, fellow student, visitor, administrator, school employee, or member of the Board of Education, by written, verbal, or gestural means.
15. GANGS - The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the district. Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited. The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.
16. TOBACCO ON SCHOOL PROPERTY - Students shall not be permitted to use tobacco products in the school building, at a school event, nor on school property. Look alike non tobacco, along with sunflower seeds, will not be permitted due to sanitary reasons. **Repeated offenses may result in a students required enrollment in a recognized drug and alcohol counseling program before returning to school.**
17. ANY STUDENT who takes the responsibility for being a “lookout” will face disciplinary action.
18. UNEXCUSED TARDINESS - Any student that has not reported to class by the 2nd bell tone will be recorded as unexcused tardy to school. Unexcused tardiness will be recorded for any student arriving to class after the start of first period. For each semester one, and only one, *excused* tardy to school will be accepted when a phone call is made by the parent or guardian or a written slip is presented to the building administration explaining the reason for being tardy to school. Accumulation of tardies to school at the end of semester one will reset, but all demerits accumulated will be carried over to the next semester.
  - a. **Tardy to School Penalties**
    - Tardy to School # 4 – Student given a verbal notice and advised that any additional tardies for the remainder of the semester will result in five demerits and one day of ISR.
    - Tardy to School # 5 – 5 demerits and one day of ISR assigned.
    - Tardy to School # 6 or more – 2 demerits and ISR for each additional tardy earned.
  - b. **Tardy to Class Penalties**

Once the ending bell rings, students are to move to their next period class. Each teacher will instruct their students when they will start class. Individual student schedules may necessitate that they carry books for two classes and not return to their locker between periods due to the location of the next assigned class. At 10 tardies to class in a semester, the student will face disciplinary action.

**10 tardies to class** – 5 demerits and one day of ISR assigned. Any additional tardy to class may result in 2 demerits and a day of ISR for each additional tardy.

**\*TEACHER-CAUSED TARDY** - A teacher who detains a student causing him/her to be late to another class will complete a pass for the student, or call the student’s next teacher stating the reason for his/her being late. These passes will be honored by the teachers concerned.
19. SKIPPING OR CUTTING CLASS and/or leaving school grounds during school hours without proper permission: First offense will result in 5 demerits and one day of ISR (further offenses will result in additional demerits). Failure to attend Saturday school will result in a 1-3 day suspension. Parents will be notified of each offense.
20. REMOVING AUTOMOBILE FROM PARKING LOT DURING SCHOOL WITHOUT PROPER PERMISSION - This rule also applies during the closed lunch period. First offense - 5 demerits and loss of parking privileges for five school days; Second offense - 5 demerits plus loss of parking privileges for the remainder of the current semester; Third offense - 10 demerits and loss of parking privileges for the remainder of the school year.

21. RELEASE FROM SCHOOL FOR APPROVED ACTIVITY - Any student who is released from school for a school approved activity shall attend that activity only and is not permitted to go anywhere except the event for which his/her excuse is authorized. All school rules are extended to any activity outside the school that are school sponsored. It is an extension of the school day. Failure to comply with these rules will result in disciplinary action.
22. UNAUTHORIZED USE OF HALL PASS - A student who forges or uses an unauthorized hall pass shall face disciplinary action.
23. HAZING - Students shall not coerce another student into participating in any act that may cause or create a substantial risk of causing mental or physical harm to any student for the purpose of acceptance or admission into any club, group, or organization. Failure to comply with this rule will result in disciplinary action.
24. VIOLATION OF CAFETERIA RULES - Students are expected to proceed to lunch in an orderly manner. Students are not to take lunch from the cafeteria, nor are they to return to any classroom until lunch period has concluded. Students are to eat lunch and/or breakfast in assigned areas only. Any acts in the cafeteria unbecoming of students will result in disciplinary action. **Students are not permitted to order food from an outside establishment for delivery to school.**
25. CELLULAR PHONE/ELECTRONIC POLICY: The only electronic device to be used in school, is the district issued chromebook. The chromebooks are to be used when a staff member grants permission for use. The use of the chromebooks is for educational/ instructional use only. Students will need to fill out a waiver in order to use and take home these devices. All personal devices, including but not limited to, cell phones, ipods, mp3s, PDAs, laser pointers and other devices designed to receive and send an electronic signals should be kept in your locker or out of sight. The school administration/staff will not be held liable for cell phones or any other electronic device that are lost, stolen or damaged. Cell phones, ear buds and headphones are not to be used between classes.
  - 1st Offense: Warning...confiscate device and return at the end of the day.
  - 2nd Offense: 2 demerits assigned and device confiscated and held in the Principal's office until the end of the day. Parent/ guardian must pick up the device.
  - 3rd or more offenses: 4 demerits and ISR assigned, and device retained in the principal's office until a parent/ guardian retrieves it.
26. WRITING AND PASSING OF NON-EDUCATIONAL NOTES - Students are not permitted to write or pass non-educational related notes in the building or during school time. Failure to comply with this rule may result in disciplinary action.
27. PUBLIC DISPLAY OF AFFECTION is not permitted on school property. Failure to comply with this rule may result in disciplinary action.
28. SEXUAL HARASSMENT - Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal/nonverbal or physical conduct of a sexual nature. Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any student who engages in sexual harassment during the school day or during hours of extracurricular activities is in violation of school policy and is subject to disciplinary action.
29. GAMBLING on school premises is prohibited. Failure to comply with this rule may result in disciplinary action.
30. Any student who displays inappropriate behavior at any school sponsored event will face disciplinary action. All extra-curricular activities are the extension of the school day and all rules stated in this handbook will apply to all activities whether at home or away. Attendance privileges to further extra curricular school activities for the remainder of the school year may be denied for any violations.

## **GUIDELINES FOR DEMERIT POINTS**

THE DEMERIT POINT SYSTEM FUNCTIONS AS FOLLOWS: A total of 55 points or demerits are divided into two sections. These points or demerits are accumulated for the entire school year.

**At 5 (five) points** - Student may be assigned in-school restriction, Saturday school, or detention.

**At 15 (fifteen) points** - Possible three day suspension or possible placement in the Harrison County Alternative School for up to 5 days. Letter mailed to parents.

**At 20 (twenty) points** - Possible placement in the Harrison County Alternative School for up to 10 days. Letter mailed to parents.

**At 25 (twenty-five) points** - Possible five day suspension or placement in the Harrison County Alternative School for up to 20 days, letter mailed to parents and request for a parental conference with Administration. Possible referral to Conflict Mediation Program through Harrison County Juvenile Court.

**At 35 (thirty five) points** - Possible ten day suspension or placement in the Harrison County Alternative School for up to a nine week period, letter mailed to parents. Also, possible referral to Prosecutor's Office for charges.

**At 45 (forty-five) points** - Possible ten day suspension or placement in the Harrison County Alternative School for a Semester, letter mailed to parents. Also, possible referral to Prosecutor's Office for charges.

**At 55 (fifty-five) points** - Possible recommendation to Superintendent for expulsion or placement in Harrison County Alternative School for remainder of school year.

**All further disciplinary reports may result in suspension from school.**

## **DETENTION**

Detention is the time (thirty minutes) students are assigned to report before or after school for any misconduct. The student is to be given one day notice when detention is assigned so that he/she can arrange transportation if necessary. All assignment of detentions will be handled by the building administration.

## **SATURDAY SCHOOL**

An alternative disciplinary measure for students who have violated rules that are only harmful to their own educational process. Students who receive Saturday School as punishment will be required to attend school on Saturday morning from 8:00 A.M. to 12:00 noon. Saturday School serves as an effective form of discipline while at the same time enabling students who have violated school policy to stay in the classroom and not miss classroom work. Students placed in Saturday school will be subject to the same rules, regulations and consequences that govern a regular school day. If a student violates these rules or fails to attend an assigned Saturday School, he or she will be subject to further disciplinary action.

### **SATURDAY SCHOOL GUIDELINES**

STUDENTS WILL BE ASSIGNED TO SATURDAY SCHOOL FOR VIOLATING THE STUDENT CODE OF CONDUCT.

1. The parent or guardian must provide transportation to and from Saturday School.
2. Saturday School will be held from 8:00 A.M. until 12:00 noon at Harrison Central Jr./Sr. High School.
3. Students will enter and exit the building at the front entrance only. All students will be admitted to the building between 7:45 - 7:55 A.M. The front door will be locked at 8:00 A.M.
4. If a student cannot attend Saturday School because of an emergency, the parent or guardian must call Harrison Central Jr./Sr. High School by 7:55 A.M. If the student is absent and the parent or guardian does not call to excuse the student, the student must report to the Principal's office at the beginning of homeroom on the following Monday morning with a written statement from the parent or guardian explaining the emergency which prevented the student from attending.
5. Students will receive a five minute break at 10:00 A.M. Students may use the restroom during the break time. No student will be permitted beyond the main floor or beyond the restroom. Students will not be permitted to go outside during the break.

6. Students are to arrive at Saturday School with the necessary school supplies, i.e. textbooks, notebooks, pens, etc. Students who report to Saturday School without necessary supplies will be sent home and further disciplinary action will be taken.
7. Assignment sheets must be taken by the student to each teacher to receive their Saturday School assignments.
8. Student Conduct rules will be in effect during all Saturday School sessions. Students who are assigned to Saturday School are not permitted to talk, sleep, or put their heads down during the session. A student sleeping or not following all the rules will receive further disciplinary action.
9. No magazines, radios, cards or other recreational articles will be permitted at Saturday School sessions.
10. Saturday School is an alternative to suspension and attendance is therefore mandatory, as this is an opportunity for the student to remain in the classroom. Any student who fails to report to Saturday School or misbehaves may receive alternative school placement.

## **IN-SCHOOL RESTRICTION**

In-School Restriction (ISR) has been instituted as an alternative to out-of-school suspension for Harrison Central Jr./Sr. High School. Assignment of ISR will be at the discretion of the building administrators for such violations that would constitute an out-of-school suspension. There are some instances where out-of-school suspension would still be used. The guidelines of ISR are listed below:

1. Upon assignment of ISR, the administrator will send a form to each of the student's teachers regarding assignments for the day(s) in which the restriction is assigned. It is the responsibility of the classroom teachers to put the assignments in the ISR mailbox in the office prior to the morning of the student's restriction. The ISR teacher will retrieve the assignments from the office each morning.
2. Upon completion of the assignments, the ISR teacher will place the completed assignments in the classroom teacher's mailbox in the office.
3. Full credit will be given for all assignments that are completed in the ISR room.
4. There will be no eating, drinking, sleeping, talking, daydreaming, disruptions, or lack of cooperation while in the ISR room. Students will work on school work that has been assigned by his/her teachers. If all work is finished by the end of the day, supplemental materials will be provided by the ISR teacher.
5. Students will report to the office each morning after they have retrieved all of their books from their locker. The ISR teacher will escort the students to the ISR room.
6. ISR students will eat lunch with the ISR teacher.
7. No student is permitted to leave the room unless permission is granted by the building administration.
8. If any other infractions occur during the ISR dates, including bus incidents, the student will receive additional days in ISR.
9. Students must be in attendance when assigned to ISR.

## **OUT OF SCHOOL SUSPENSION**

A disciplinary measure for a student action that is of serious nature beyond the level of In School Restriction that warrants out of school suspension. Suspended students are not to take part in or attend any school activity, game or other functions during suspension. In order to make up work upon return, students will be required to complete grade level suspension material.

## **EXPULSION**

A disciplinary measure for a student action that is of a serious nature beyond the level of out of school suspension. An expulsion can last for an extended amount of time and is determined by the Superintendent.

## **ALTERNATIVE SCHOOL**

The Harrison County Alternative School was enhanced through the efforts of the Harrison County Juvenile



Court to provide a structured educational opportunity for those students unable to adjust to alternative programs available in school and for those students whose behavior has resulted in continued suspensions or expulsions from their school. It is the Alternative School's mission and purpose to provide each student with a safe learning environment to develop their self-esteem so that they may move on academically and socially.



# SECTION 3: GENERAL SCHOOL OPERATION

## GUIDANCE

If a student is having a problem and he/she would like to discuss it with someone, a Guidance Counselor is available. To set up a conference, the student should inform his/her teacher that he/she would like to meet with the Counselor for an appointment or a conference.

## SCHEDULE CHANGES

Random and arbitrary schedule changes will not be permitted. Adjustments to a schedule due to conflicts, failures, class close outs or human error will be made during the first 5 days of each semester by the counselor and/or the administration.

## STUDY HALLS/SEMINAR/INTERVENTION TIME

Study halls and seminars are provided for students to study in a quiet atmosphere. Educational materials must be brought to every scheduled study hall period. Students will be permitted to receive intervention during their study hall or seminar period.

## GRADING SYSTEM

In grades 7 to 12, the four scholarship marks in each subject are cumulative for the year and are averaged for the final mark that determines whether credit has been earned. Each of the four (4) nine week periods, which will include a quarterly assessment as one of the marks is equal to 1/4 of the final grade.

**Grading Scale**

Grade	Point Value	Starting %	Ending %	Starting Point	Ending Point
A	4.0	95	100	3.71	4
A-	3.7	90	94.99	3.51	3.709
B+	3.4	87	89.99	3.3	3.509
B	3.0	83	86.99	2.71	3.299
B-	2.7	80	82.99	2.51	2.709
C+	2.4	77	79.99	2.3	2.509
C	2.0	73	76.99	1.71	2.299
C-	1.7	70	72.99	1.51	1.709
D+	1.4	67	69.99	1.3	1.509
D	1.0	63	66.99	0.71	1.299
D-	0.7	60	62.99	0.7	0.709
F	0.0	0	59.99	0	0.699

**AP/Scholars/CCP Weighted Grading Scale**

Grade	Point Value	Starting %	Ending %	Starting Point	Ending Point
A	5	95	100	4.71	5
A-	4.7	90	94.99	4.51	4.708
B+	4.4	87	89.99	4.3	4.509
B	4	83	86.99	3.71	4.299
B-	3.7	80	82.99	3.51	3.709
C+	3.4	77	79.99	3.3	3.509
C	3	73	76.99	2.71	3.299
C-	2.7	70	72.99	2.51	2.709
D+	2.4	67	69.99	2.3	2.509
D	2	63	66.99	1.71	2.299
D-	1.7	60	62.99	1.7	1.709
F	0	0	59.99	0	1.699

Students must have a D- average to pass for the year.

Also providing that:

- the student has earned enough quality points (2.8) to pass the course for the year.
- the student has achieved a passing grade in a semester course by earning 1.4 quality points.

- c. the student has completed all required assignments including tests, quiz(es), reports, term papers, class projects, etc. If a student fails to make up the required work he/she will be given an “I” (incomplete) rather than an “F” and may not receive credit for that course.

Incompletes can be removed only when a student completes all required work. Making up incompletes is the responsibility of the student and is to be done at the convenience of the classroom teacher. Unless there are extenuating circumstances causing the teacher or principal to extend the time period, the work must be completed no more than ten (10) days after each nine (9) weeks’ grading period ends. An exception will occur in the last (fourth) nine weeks’ grading period whereby, any incomplete received for the final grading period of the school year must be made up no later than the end of the teachers’ work day (at the conclusion of the school year). Failure to make up incomplete course work within these time constraints may result in denial of credit for the course(s) in which a student has an incomplete.

Grades are a means of communicating degrees of success or failure to parents and students on actual academic achievement. Grades should be determined by having sufficient evidence from homework assignments, classroom participation, projects, reports, quizzes, tests, and a quarter assessment to base the grade upon--a minimum of 15 items (grades) per nine week grading period for grades for 7-12. There will be a place on the report card to write encouraging or critical notes, but the grade is to reflect the progress of the student’s performance. The Board of Education recognizes that any grading system, however effective, is subjective in nature. Therefore, fundamental principles must guide all instructors in assigning marks of achievement:

1. The achievement mark in any subject should represent the most scientific estimate by the teacher of the students progress toward mastery of content standards. Great care, understanding and empathy must be employed at all times in fairness to the student. A variety of evaluation measures will be used and accurate records shall be kept to substantiate the grade given.
2. Each individual must be given every consideration. An individual should not receive a failing grade unless he/she cannot meet stated minimum requirements.
3. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades.
4. Grades are never to be considered the goals of learning; they are merely the symbols which evidence the extent of learning. Grades are a consequence of learning and not the purpose for learning. Grades are to:
  - a. Inform students as to their scholastic progress
  - b. Acquaint parents with the achievement of their child(ren)
  - c. Enable teachers to evaluate instruction and guide technique
  - d. Provide administrators, consultants, and counselors with adequate and accurate records of a student’s progress and achievement.

e.

## **PROMOTION, RETENTION & GRADUATION**

**Grades 7-8:** 1. A student receiving passing grades in, social studies, mathematics, science, and English is promoted. 2. A student having failing grades in mathematics and English at the end of each year will have his/her case evaluated by the teachers, guidance counselor, and principal for placement.

**Grades 9-12:** A student grades 9-12 is promoted from one grade to the next if he/she secures five (5) academic credits per year.

**Graduation:** Twenty (20) units of credit are required for graduation from Harrison Central High School. They include 4 units of English, 4 units of math (including Algebra 2), 3 units of science, 3 units of social studies (including American History and Government), 1/2 unit of Health, 1/2 unit of Physical Education, 1 full year of fine arts (from 7th-12th grade), and 5 elective units. Additionally, students must earn 18 points on 7 end of course exams which include ELA I, ELA II, Algebra 1, Geometry, Biology, American History, and American Government.

The privilege of participating in Graduation Ceremonies shall be reserved for those students who have completed all requirements for receipt of a High School Diploma as set forth in Board of Education Policy.

## **HONOR ROLL & PRINCIPAL'S LIST**

**HONOR ROLL** - A student must carry a 3.0 average with no grade lower than "C-" for the current nine week period.

**PRINCIPAL'S LIST** - A student must carry at least a 3.51 average with no grade lower than "C-".

**PRINCIPAL'S LIST WITH DISTINCTION** - A student must carry at least a 4.0 and above with no grade lower than "B".

*Students taking AP courses may receive a grade of C- in that course and still make the Honor Roll or Principals List as long as their GPA qualifies for them for this distinction.*

## **NATIONAL HONOR SOCIETY**

A student must maintain a cumulative grade point average of 3.5 to be considered for nomination into the high school NHS. Junior high students must achieve a 3.5 to be considered for nomination into NJHS.

## **HONORS PROGRAM—ACADEMIC LETTER**

Harrison Central Jr./Sr. High School offers an Academic Letter Program that recognizes and promotes both scholastic achievement and community service. To be eligible a student must achieve a 3.0 accumulative grade point average or make the honor roll/principal's list the first 3 nine weeks grading periods with no grade below a "C-." Additionally, a student must submit 45 hours of documented community service for the school year. Summer community service programs will be recognized.

## **DIPLOMA WITH HONORS**

Refer to the Harrison Central Junior-Senior High School Program of Studies for required criteria to meet for different Diplomas with Honors.

## **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

Interscholastic extracurricular activity is defined as a school sponsored student activity involving more than one school or school district. In order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements:

- In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation and must have attained a grade point average of 1.0.
- If a student fails to fulfill this requirement, he/she becomes ineligible beginning the 5th day following the end of the grading period. This is the minimum requirement of the Ohio High School Athletic Association. However, each student has the opportunity to make up an incomplete (10 school days after the preceding grading period). This will be determined by the guidance counselor, athletic director, then building principal.
- A 9th grade student enrolled in the first grading period after promotion from 8th grade must have passed the equivalent of 5 subjects in which they were enrolled. Any student who received a failing grade for any class the previous grading period may be eligible to participate in interscholastic extracurricular activities provided he/she meets the requirements noted above.
- 7th and 8th grade students must pass 5 subjects in which they are enrolled.
- The eligibility or ineligibility of a student continues until the start of the fifth day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **EXCEPTION**—eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

## FEES

The fees listed below are set by the Board of Education and must be paid by each student in the Principal's Office where a receipt will be provided. It is the student's responsibility to file and save the receipt. An amount of all fees owed will be included on each report card. A prorated amount for fees may be charged to pupils entering the district at intervals of 9 wks, 18 wks, and 27 wks, and the fees charged accordingly.

Refund of students' fees may likewise be prorated according to the same quarterly intervals; the unused portion of the workbook(s) become the property of the school, if the fee is refunded. Full payment of fees is required before any refund will be made. All fees must be paid before the student is permitted to graduate.

All fees are to be paid in the office before or after school, at which time the student will receive a receipt to be shown to the instructor of the class. All checks are to be made payable to Harrison Central Jr. Sr. High School.

In compliance with House Bill I, students on free lunch are not responsible for class fees.

## ART EDUCATION

Introduction to Art, Drawing, & Advanced Art ..... \$20.00

## BUSINESS/COMPUTER TECHNOLOGY

Your Future is Now, Principles of Business, & Sports & Recreation Business..... \$10.00

Microsoft Office & Google Apps, Publication & Design, & Broadcast Media..... \$10.00

Website Design, Engineering Design, Computer Coding/Programming, Game Design ..... \$10.00

## SCIENCE

Physical Science, Zoology, & Botany..... \$10.00

Biology, Anatomy/Physiology, Forensic Science, Chemistry, & Physics ..... \$20.00

## INDUSTRIAL TECHNOLOGY

Foundations of Technology..... \$25.00

Home Maintenance & Furniture Making, Engineering & Architectural Concepts, & Adv Drafting ..... \$25.00

## VOCATIONAL AGRICULTURE

Ag. Food and Natural Resources, & Animal and Plant Science ..... \$10.00

Ag. Business Management, Animal Health, & Greenhouse & Nursery Management..... \$10.00

Forest and Woodland Ecosystems, Animal Anatomy, & Livestock Selection ..... \$10.00

FFA Dues 8-12 ..... \$20.00

**Note:** The cost of "Project Materials" is not covered by the class fees.

Workbooks required for class will be the actual cost of the workbook.

## TEXTBOOKS

Textbooks are issued by the school and are issued at the beginning of each course. Students who lose or damage a book will be required to pay for it.

## CHANGE OF ADDRESS

Students or Parents are asked to please inform the office of any change of address or telephone number.

## **WITHDRAWAL**

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by your parent or guardian with the building administration.
2. Obtain proper forms from the Guidance Department.
3. Have the forms signed by teachers, return all textbooks and library books, and make sure all fines are paid.
4. Meet with your principal.
5. Meet with the superintendent.
6. Take completed form back to guidance office for final clearance.

## **SEVERE WEATHER CLOSINGS**

In the event that school shall be closed because of road, weather, or other emergency conditions, students **SHOULD NOT CALL THE SCHOOL**. Students will be notified by the Pre-K through 12 notification system calling your home. Local TV stations **WTRF-TV7**, Wheeling, W. Va. and **WTOV-TV9**, Steubenville, Ohio.

**Policy on two hour delay** - School starts two hours later than the normal start time.

## **EMERGENCY PROCEDURES**

Students will be made aware of the fire exits in all their classes and are urged to make note of these exits. **ALL EXITS** are clearly marked and **EXIT** procedures are posted in every classroom, as well as throughout the building. We will have several fire, tornado and emergency drills throughout the year in which all students are expected to proceed out the prescribed **EXIT** as quickly and quietly as possible.

## **SCHOOL INSURANCE**

For a nominal fee, pupils may participate in an insurance program distributed by the school. Literature relative to this matter is distributed to all students at the beginning of each school year. It is advisable that all students participating in sports have insurance either through school or at home.

## **STUDENT MEDICATIONS**

Any student that must take medication must follow all Board of Education guidelines.

If possible, all medications should be given by the parent at home. If this is not possible, it is done in compliance with the following:

1. The school nurse or an appropriate person appointed by the Board of Education supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

## **INHALERS FOR ASTHMA**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker.

er. The principal and/or nurse must have received copies of these required written approvals.

## **EPINEPHRINE AUTOINJECTORS**

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and from his/her parent. Written approval must be on file with the principal and, if one is assigned, school nurse. In addition, the principal or the school nurse must receive a back-up dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the medication contained in the auto injector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided that student with training in the proper use of the epi-pen;
5. circumstances in which the epi-pen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
  - a. the student may experience that should be reported to the prescriber or
  - b. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and
9. the parent and any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

## **VISITORS**

The school policy is to welcome only visitors or guest speakers who have legitimate business at the school. All visitors or guests of Harrison Central Jr./Sr. High School, while they are in the building or on school grounds, are subject to the same rules, regulations, and codes of conduct and dress that apply to the Harrison Central student body. All guests and visitors must report to the main office for authorization and for a visitor's pass before proceeding through the school. Any unauthorized person who fails to register in the main office and/or fails to secure a visitor's pass will be asked to leave the building. Any teacher who observes an unauthorized person in the building without a school visitor's pass displayed will notify the main office immediately. Visitors are expected to return their pass to the office and to leave the building and/ or school property promptly once their business has been completed. Students are not permitted to bring guests, which includes babies, to school.

## **SCHOOL DANCES**

School dances are held for the benefit and enjoyment of the student body of Harrison Central Jr./Sr. High School. They are chaperoned by school faculty and administration and are closed to any one who is not a student of Harrison Central. The prom and homecoming dances are formal dances (All attire must be formal dress) and are open to Harrison Central students and their guests; however, no Jr. High student/guest will be permitted to attend any high school dance. Prom and Homecoming are the only dances in which you may bring an out of school guest (no guests above the age of 20). Students grades 9-12 are not permitted to attend Jr. High dances.



## PARKING LOT

All cars, trucks, and motorcycles driven to school must be registered to park in one of the school's assigned parking lots. Each student wishing to park in one of the lots must pick up an application from the Principal's Office. **\$20.00 will be charged to each student approved to park in the John W. Stephenson Center parking lot.** Any vehicle not registered may be towed at the owners expense. Students are not to loiter in the parking lot. No cars are to be driven on the road between the High School Main building and the Gymnasium Building between the hours of 7:00 AM – 3:00 PM or while buses are loading or unloading. **No student is permitted to go to the student parking lots during school hours without first being granted permission by the building administration.**

## BUS TRANSPORTATION

Bus transportation is provided to all students who live one mile or more from the school. Definite routes and time schedules are established. The "Rules and Regulations" regarding bus conduct are provided to all students who use the bus. Abuse of the bus rules may result in the loss of bus riding privileges. Any violation of bus rules will be subject to disciplinary action as determined by the building administration.

Students are not permitted to arbitrarily change buses to which they were assigned. Nor are they to ride a bus to the home of another student. Any request for a student to change a bus schedule or a bus assignment should be done through a phone call to **Mr. Ripley**, Director of Operations, (942-7852) by a parent or guardian. If an emergency situation arises, the parent should contact building administration at 942-7700.

## LUNCH PROGRAM

Students are offered a protein, grain, 2 half cups of vegetables, 2 half cups of fruit, and an 8 oz milk.. Three components must be taken to count as a reimbursable meal and one of those components must be a fruit or a vegetable. Students eligible for reduced or free lunch will complete necessary forms at the beginning of each school year. These forms must be signed by the parent/guardian and returned to the office before the program can be initiated.

We are under a closed lunch policy. No student will be excused at lunch time to leave the building. Students may not order food to be delivered to the school.

## LUNCH PRICES

Students: \$2.85

Each student will receive an ID number that will remain with the student until graduation. Students will pay for lunches by depositing money into their account, similar to a debit system. Students may deposit money into their accounts during breakfast, homeroom, or at the end of their lunch period. Prepayments by check are accepted and encouraged. Please put your ID number on the check. Parents also have the option to pay online through the district website. If you are qualified for free or reduced lunch, this information will be in the system, and the meal will be processed just as it is for all other students. Students are encouraged not to pay with cash in the serving lines.

## LOST AND FOUND

Students who find lost articles are asked to return them to the office where they can be claimed by the owner.

## SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. Substitute Teachers will be given the same respect and appropriate behavior as required with the regular teacher.

## LOCKERS

Lockers are located throughout the building and will be assigned. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else; more problems arise from this arrangement. Do not give out the combination to anyone. Under no circumstances should you ever keep money or valuables in your locker. **Lockers are the property of the school and may be inspected at any time.** All lockers will work off of a combination that you are to keep to yourself and not share with your friends. No writing in/on lockers or students will be charged a fee at the end of the year when lockers are checked. Alternative lockers are provided in the office for students that do not take care of their lockers and do not follow the rules.

## COMPUTER USE AND ACCESS

Computer use and Internet access is restricted to school related classroom assignments and work only and follows the guidelines set forth by district policy. Any use of computers and printers for personal or non related school work is prohibited. Violations may result in loss of computer use and access privileges. Hot spots on phones is prohibited during school hours.

Copying of other students' schoolwork or assignments is prohibited. Accessing classified information such as tests, exams, grading keys, or student record information is also prohibited. Either offense will result in an "F" for the assignment/test copied and/or loss of computer use and privileges. Students will be subject to disciplinary action by building administration.

## CHROMEBOOKS

You will be issued a district owned Chromebook for instructional purposes. **Chromebooks are property of the Harrison Hills City School District and are subject to search at any time.** All Chromebooks will be turned in at the end of each school year. Please refer to the Agreement for Use of Student Chromebooks for guidelines. This agreement must be signed before a student will be issued a Chromebook.

## PUBLIC SIDEWALKS/CROSSWALKS AND PRIVATE PROPERTY

Students are reminded that they are representatives of Harrison Central Jr./Sr. High School during the school day as well as to and from school each day. Therefore, students are not permitted to loiter or litter on private property adjoining District property, nor are they to litter or loiter on District property. Likewise, students are not to block access to public sidewalks or roadways on or around the school premises. All students are to obey the traffic laws and ordinances to ensure their own safety and the safety and respect of others.

## LIBRARY

The purpose of the library is to provide students with materials for their classes and to provide recreational reading, viewing, and listening. Students may sign into the library during their study hall and must remain in the library for the full period. The library will also be used as an intervention area for students needing remediation work on the computers.

## PHOTOGRAPHS AND PICTURES

In order to maintain a progressive and coordinated program of public relations for our schools, district, and community; photographs/pictures are at times taken during school events and published in various news articles, media events and/or District Calendar/Annual reports. These photos are considered to be directory information and are not intended to be personally identifiable. If a parent does not want their son's/daughter's picture to be used in any of the above mentioned examples, they should contact the building administration.

## REQUIREMENT FOR ATHLETIC VARSITY LETTER

The Harrison Central Jr./Sr. High School lettering system is designed to acknowledge the player who performed at a high standard throughout the duration of the season. The varsity letter is a plateau where the athlete is looked upon as an individual who strives for success. Players injured during the season will receive a letter on a pro-rated basis or at the discretion of the coach. The varsity letter is not given by the coach, but instead is earned by the individual.

First year award winners receive a “Varsity HC” letter that they can put on a letterman jacket. Multi-sport athletes only receive one Varsity HC letter, after that metal pins for each sport are given.

- 1st year award – Varsity HC letter and sports pin
- 2nd year award – gold bar pin
- 3rd year award – gold bar pin
- 4th year award – gold bar pin

In case of injury or other special situations, the coach may use his/her discretion in awarding letters.

BASEBALL – Each player who participates in 40% of the innings in all varsity games played.

BASKETBALL – Each player is required to participate in 40 quarters throughout the season to earn a varsity letter.

BOWLING– Each player is required to participate in 1/2 of the varsity matches during the regular season.

CHEERLEADING – Each participant must try-out for cheerleader and make a required score in order to become a varsity cheerleader. Only varsity cheerleaders may letter. The cheerleader must cheer at all varsity football and basketball games as well as participate in practices, competitions, pep rallies and other required activities.

CROSS COUNTRY – In order to earn a varsity letter, a participant must score in the top 7 places as our school team or as an individual for 50% of meets/invitational's.

FOOTBALL – To earn a varsity letter, a player must participate in a minimum of twenty (20) quarters of varsity games during the regular ten game schedule. The definition of a quarter consists of three consecutive plays either offensively, defensively, or on special teams. A senior may be awarded a varsity letter if he has remained with the program for a substantial number of seasons. Final decision will be at the discretion of the coach.

GOLF – To earn a varsity letter you must participate in a “majority” of the total varsity matches.

SOCCER– Each player must have played in 16 half's of varsity matches played.

SOFTBALL – Each player must play in 40% of all innings played in all varsity games played.

TRACK – In order to earn a varsity letter, the participant must meet one of the following criteria:

1. Place in an invitational track meet.
2. Score 15 points in a season.
3. Participate in each varsity meet, both dual and invitational competitions.

VOLLEYBALL – In order to earn a Varsity letter, the participant must play 1/2 of the scheduled varsity games.

WRESTLING – To earn a varsity letter, the participant must earn 15 points. The point system is as follows:

1 pt. – each varsity match wrestled

1 pt. – each win in a varsity match

1 pt. – each pin in a varsity match

Tournament Finishes:

1st place = 8 pts.

2nd place = 7 pts.

3rd place = 6 pts.

4th place = 5 pts.

5th place = 4 pts.

6th place = 3 pts.

7th place = 2 pts.

8th place = 1 pt.

## TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

### Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Harrison Hills City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. **An informal grievance with the above mentioned administrators does not require parents/guardians to be present.**

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

- Step 1:** An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred
- Step 2:** If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days. **Title IX/Section 504 Coordinator:** Mrs. Jenny Gibson - Box 356 - Harrison Hills City School District - Hopedale, Ohio 43976 - Phone: (740) 942-7800
- Step 3:** If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.
- Step 4:** If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

**Note:** Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent (s) and/or guardian (s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

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# ALMA MATER

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Oh Alma Mater Harrison Central High, we lift our voice in praise.  
Our hearts are filled with joy and pride recalling High School days.

Your friendships true, your spirit too, always with us shall be.

We pledge you our allegiance to serve you faithfully.

And when in future years we roam far from these hallowed halls,

We'll never forget the happy hours we spent within your walls.

We go forth bright and eager and whenever we shall return,

The silver and black your standard inside our hearts will burn.

